

19+ Productivity Hacks Every Career Practitioner Should Know

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By/Par CERIC

 **The Wright Career**
SOLUTION
Helping you get hired **FASTER!**

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OVERVIEW



- This Presentation introduces you to Free and Low-cost Productivity Hacks / Tools designed to help us make better use of our time and be more productive.
- Links provided where applicable.
- **Disclaimer:** Use these hacks at your own risk. Links worked up to date of Conference, but be mindful that technology changes quickly.

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10 Ordinary Tips to Quickly Boost Your Productivity

- Plan actions weekly / Track progress weekly
- Change your environment in order to focus
- Make your morning routine sacred / Put your Greatest Impact Activity (GIA) first
- Derail the derailers or disrupters. It takes 23 minutes 15 seconds to get back on track once you have been disrupted
- Be someplace else. If you can't be found you can't be disrupted
- Free yourself from the shackles of alerts (Phone, emails, etc.)
- Take care of your mind. Practice positive self-talk
- Establish a daily routine of obsessed, planned sprints – 20 minutes. Too long? Make micro changes – 10 minutes

Courtesy of MarketingProfs



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Time Management Matrix (1)

EISENHOWER'S URGENT/IMPORTANT PRINCIPLE

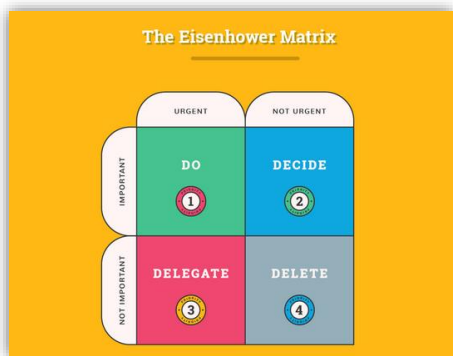
MANAGE <small>Crises & Pressing Problems</small> 1 <small>IMPORTANT AND URGENT</small>	FOCUS <small>On Strategies and Values</small> 2 <small>IMPORTANT NOT URGENT</small>
AVOID <small>Interruptions & Busy Work</small> 3 <small>URGENT NOT IMPORTANT</small>	LIMIT <small>The Trivial and Wasteful</small> 4 <small>NOT IMPORTANT OR URGENT</small>

- Use to conquer busy schedule
- Use when in a constant crisis; struggling to manage daily tasks; approaching burnout



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Time Management Matrix (2)



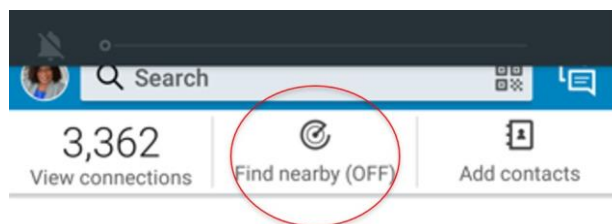
- **Priority 1:** Urgent & Important - **Do It**
- **Priority #2:** Not Urgent but important - **Decide**
- **Priority #3:** Urgent but not Important – **Delegate**
- **Priority #4:** Not Urgent, not Important - **Delete**

Image Courtesy: Digital Project Manager



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LinkedIn Nearby

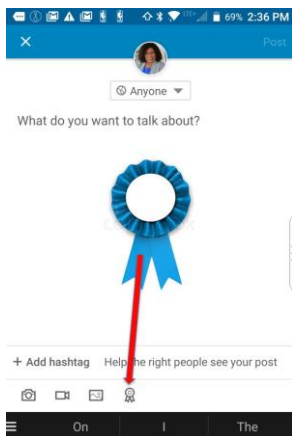


Want to connect with other LinkedIn Members? Use LinkedIn's Nearby Feature to find and connect. Saves time in searching for, and connecting with new people.



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LinkedIn Kudos



Want to recognize a colleague on LinkedIn?

- Click Home;
- Search for the ribbon
- Find the LI member
- Select the applicable image and message.

Ready-made recognition. Saves time.



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Want to track how long you spend online?

- RescueTime runs in the background on your computer / laptop.
- Tracks time spent on applications and websites
- Gives an accurate picture of time spent online

<https://www.rescuetime.com/>



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- Have too many email subscriptions?
- Use this tool to unsubscribe from those you no longer want to receive.

<https://unroll.me/>



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The logo for happify™, featuring the word 'happify' in a lowercase, rounded orange font, with a trademark symbol (TM) to the upper right.

Feeling stressed?

- Explore tools to help overcome stress and negative thoughts
- Build resilience

<https://www.happify.com/>



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Do Nothing for 2 Minutes



- Been on our laptop/computer, or online too long?
- Need a short break from your routine?
- Take a 2-minute break and do nothing.

<http://www.donothingfor2minutes.com/>



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Stop, Breathe & Think



- Check in with what you are thinking and how you are feeling.
- Practice mindful breathing to create space between your thoughts, emotions and reactions.
- Download this App

<https://www.stopbreathethink.com/>



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LastPass...

Want to save time having to remember all your passwords?

- LastPass remembers all your passwords
- Store digital records
- Generate strong passwords
- Free for core features. Paid version from \$2/month

<https://www.lastpass.com>



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1Password



Want to save time having to remember all your passwords?

- The 1Password you need to memorize
- All other passwords are protected by Master Password
- (\$2.99 per month)

<https://1password.com/tour/>



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Get Pocket



- Save articles, videos and stories from any publication, page or app.
- Curate your own space filled with everything you can't wait to learn.

<https://getpocket.com/>



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Flipboard

- A news-reading App.
- Gathers articles and delivers to your device(s) as Smart Magazines

<https://flipboard.com/>



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Automated Video Creation (AI)



Want to quickly create your own videos, or teach your clients to create their own?

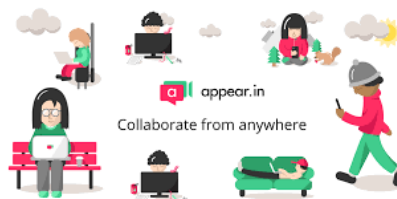
- Enter a blog post and the Lumen5 artificial intelligence system will summarize the content match each scene with relevant videos, photos, and music.
- Or create a video from scratch

<https://lumen5.com/>



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Appear.in



Want to have a quick 'face2face' chat?

- Up to 4 Participants
- Create a Custom URL: (appear.in/yourname)
- Lock Rooms
- Screen Sharing (limited)
- SSL Secure Video Chat

<https://getstarted.appear.in/information/pricing/>



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Evernote

- Take notes
- Track tasks
- Manage projects
- Save web clippings



<https://evernote.com/>



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CoSchedule's Headline Analyzer



Need an irresistible Blog Headline?

- Type text and click Analyze
- Evaluate score
- Headline with a score of 70+ is considered good

<https://coschedule.com/headline-analyzer>



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- Similar to CoSchedule's Headline Analyzer
- Offers a Quality Score as well as suggestions to increase impact

<https://headlines.sharethrough.com/>



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- Allows you to manage and share tasks with your coworkers.
- Has a Gmail extension to add tasks directly from emails, apps and other devices

<https://todoist.com/tour>



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Toodledo®

Productivity
System

Toodledo is a powerful and customizable tool that will increase your productivity and organize your life.

<https://www.toodledo.com/>



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Trello

- Work collaboratively and get more done
- Organize and prioritize your projects

<https://trello.com/>



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Way Back Machine



Looking for the contents of a website that no longer exists, or whose information has changed?

- Save time by using this website
- Contains 20+ years of web history

<https://archive.org/web/>



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10times

Want to save time looking for events, conferences, tradeshow or meetups happening near to you?

- Download App, by signing up with email, LinkedIn, Google or Facebook

<https://10times.com/app>



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- 24me is a Personal Assistant that helps people boost their productivity.
- An easy-to-use app that puts everything related to your schedule in one place
- 24me saves you time for the things that matter most in your life.

<https://www.twentyfour.me/>



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Kill News Feed



Tired of seeing Facebook News Feed popping up and distracting you?

- Get rid of them by using Kill News Feed
- Available on Chrome

<https://chrome.google.com/webstore/detail/kill-news-feed/hjobfcedfgohjkaieocljfcppjbgldf?hl=en>



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Career Management App:

- Keep track of jobs you apply for
- Keep track of relationships and follow-up opportunities
- Keep tabs on your target companies list
- Job search, networking, and entrepreneur videos to help with your career management
- JibberJobber is free, with an option to upgrade for \$60/year

<https://www.jibberjobber.com/login.php>



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Additional Hacks...

During the Sharing Phase, attendees offered the following:

- Asana: <https://asana.com>
- Doodle: <https://doodle.com/>
- Loom: <https://www.useloom.com/>
- Google Keep: <https://keep.google.com/>

The ones below are from attendee Shelly Elsliger. While some might not be Productivity Hacks per se, they are great additions to a career practitioner's toolkit:

- Calendly: <https://calendly.com/>
- Allthefreestock: <https://allthefreestock.com/>
- StoryLine Creator: <https://www.storylinecreator.com/>
- Realtime Board: <https://realtimeboard.com/>
- Vision Board <http://www.visionboard.cc/>



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- These productivity hacks (or tools) are offered to help you make better use of your time, and to share with your clients.
- Some are Apps and some are literally 'things to do'
- Productivity is not about being busy; it's about being impactful.
- Thanks to the enthusiastic participation of attendees, we were able to add more Hacks to the list.



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How to Reach Me...

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****AVAILABLE TO SPEAK AT YOUR NEXT EVENT****



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